

# Arizona

## Department of Transportation



*The Arizona Department of Transportation (ADOT) is a multi-modal transportation agency in one of the fastest growing areas of the country, responsible for planning, building and operating a complex highway system in addition to building and maintaining bridges and the Grand Canyon Airport. A major component of the organization is the Motor Vehicle Division which provides title, registration and driver license services to the general public throughout the state of Arizona. ADOT also publishes the award-winning Arizona Highways magazine. It takes many different kinds of people to keep transportation moving! ADOT values its employees, challenges them to continuously improve the way we do business, to meet and exceed the needs of our customers, and to carry out their duties in an ethical manner.*

### PARTNERING OFFICE WORKSHOP COORDINATOR

\$33,435 - \$44,000

WORK LOCATION: 206 S. 17th AVE. Phoenix, AZ.

**Job Description:** The Partnering Workshop Coordinator is the principle resource to initiate, evaluate, manage, coordinate and report on payment for the work of the partnering consultants, meeting planners, facilities and food services including budgetary, accounting, purchasing, and/or other functions for the Partnering Program. The Partnering Workshop Coordinator (hereinafter termed Coordinator) will administer the Statewide Value in Procurement (VIP) Training and Partnering Services Contract; maintain contact with the customers to determine specific partnering services required; assign and monitor work and provide feedback to the consultants, meeting planners, and qualified partnering facilitators. The coordinator will provide technical and administrative expertise, program guidance and be accountable for ensuring that quality services are delivered and maintained by the partnering consultants, meeting planners, and partnering facilitators; develop and analyze a variety of professional quality reports for the purpose of improving the processes and providing feedback. This position will have a very high level of contact with a wide cross section of people, i.e., government officials, the public, stakeholders and constituents, construction field employees, construction contractors, consulting engineers, other consultants, people outside of ADOT seeking information, ADOT employees from across the Department and senior leaders who are seeking to develop partnerships. In addition this position will issue service request orders for partnering workshops/meetings and partnering consulting services to consultants and provide feedback regarding their performance; assign work and coach partnering facilitators in the processes and provide them avenues to increase their partnering facilitation skills; review reports and other correspondence for accuracy and for monitoring and inputting data into the Partnering Services Database for measurement reporting purposes. Partnering workshops are held for approximately 100 construction projects and approximately 50 public/internal partnership meetings annually. The coordinator will attend and ensure the appropriate Partnering Office staff attends the workshops and meetings to support, assist, observe and evaluate those partnerships.

#### **Knowledge, Skills, and Abilities:**

##### **KNOWLEDE OF:**

- \*Principles and practices of coordination with special reference to organization
- \*Contract management
- \*Team building
- \*Public and constituent involvement in government

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### SKILL IN:

- \*Listening and working with the public and constituents collaboratively to develop creative solutions to address their concerns and issues
- \*Utilizing Microsoft Applications such as Microsoft Outlook, Word, Excel and Access
- \*Oral, written and listening communication; time management, organizational and multi-tasking

### ABILITY TO:

- \*Direct comprehensive coordination services for the partnering program
- \*Do complex analytical and coordination work
- \*Speak and write effectively
- \*To understand and anticipate to the extent possible constituent and stakeholder concerns
- \*To work with teams of diverse people

**Ideal Candidate:** Will have responsible project management and coordination experience in such fields as project management, problem solving, communication, process documentation and improvement with an emphasis on team building, and coordination.

**Preference:** Work experience to initiate, evaluate and manage programs and projects, which included forecasting, work sampling, timing, organizational analysis and/or operational measurement methods.

*All newly hired employees are subject to the E-Verify Employment Eligibility Verification Program.*

*The State of Arizona provides an excellent comprehensive benefits package, including a top-ranked retirement plan, low-cost health coverage, supplemental policies such as dental, vision and short-term disability. A generous leave program is offered which includes 12-21 days vacation (based upon years of service), 10 paid holidays and 12 days of sick leave. Our work environment offers multiple training opportunities and encourages career development.*

**NOTE:** For more detailed information and to apply online, go to Arizona's State Jobs website [www.azstatejobs.gov](http://www.azstatejobs.gov). Search for jobs using key word ADOT and scroll to find job title **Partnering Office Workshop Coordinator, ID 44203**. Click on the job to see a complete description and then click on the "Apply" button. Should you need additional information please email [MGuerra@azdot.gov](mailto:MGuerra@azdot.gov) or call at 602-712-6206. **This position will remain open until filled. First review of resumes will begin on August 5, 2008. Any additional resumes will be reviewed if needed.**